

EFFECTIVE

October 1, 2014.

Subject(s)

1. Child support warrants addressed to the local office.
2. Refugee Assistance Program (RAP).
3. Provider management.
4. Mandatory heat and utility standard.
5. Requests for extensions to collect verifications.
6. Case actions.
7. Medicaid (MA) miscellaneous updates.
8. Citizenship/Alien status updates.
9. Assignment, reassignment and transfer.
10. Rights and responsibilities.
11. Pursuit of benefits.
12. Intentional Program Violation (IPV) hearing.
13. Consolidated inquiry.
14. Family Independence Program (FIP) relationship verification.
15. Child Development and Care (CDC) need calculation.
16. Cash assets.
17. Hearings.
18. Direct Support Services (DSS) policy questions.
19. Real Property Assets.
20. Voter Registration Services.

**1) Child Support
Warrants
Addressed to the
Local Office****BEM 255**

When the Local Office Liaison receives a child support warrant addressed to the client at the local office address, a DHS-2362, State Treasurer's Warrants, Rewrite/Disposition Request, will also be received. Determine if the warrant should be returned to the Michigan State Disbursement Unit (MiSDU), notify the Local Office Liaison or forward to the individual by completing the DHS-2362.

Reason: New form and process.

2) Refugee Assistance Program

BEM 630, BEM 216

RCA/RMA

Refugee Medical Assistance group composition has been separated from other MA requirements. Minor grammatical and format changes have also been made.

Reason: Policy Clarification.

3) Provider Management

BAM 435

The Home Heating Hotline has been removed and replaced with the DHS Customer Services hotline for LIHEAP providers.

Reason: New information.

4) Mandatory Heat and Utility Standard

BEM 554

Heating Separate from Housing Costs

Exception: Verify the heat obligation only if questionable for groups that have verified that they own or are purchasing the home they occupy.

Heat included in Rent or Fees

Clients do not need to have heat included in their rent or fees to be eligible for the heat and utility (h/u) standard when they receive a home heating credit or LIHEAP payment. The home heating credit and LIHEAP payments are now in separate sections.

Electricity Included in Rent or Fees

Food Assistance Program (FAP) groups whose electricity is included in their rent or fees are not eligible for the h/u standard unless their landlord bills them separately for excess cooling.

Also minor wording changes were incorporated in this section.

**5) Verification
Extensions**

Reason: Policy clarification.

BAM 130**Medicaid**

The number of routine extensions given for verification of needed information is reduced from three to two with additional extensions given with supervisor review and approval. The department must make every effort to assist the applicant in obtaining the verifications.

**6) All Other
Reported changes**

Reason: Section 1207 of PA 200 of 2012.

BAM 220**FAP Only**

If verification is required or deemed necessary, allow the household 10 days from the date the change is reported to provide the verification. The change must still affect the correct issuance month. For example, the first benefit month occurring 10 days after the date the change was reported.

**7) Miscellaneous
MA updates**

Reason: Policy clarification.

BAM 402, 805, BEM 105, 158, 164, 265, 400

Two new counties have been added to the Dental program, Kalamazoo and Macomb. The other items have minor clarifications, updated language, and minor changes to formatting throughout.

**8) Citizenship/
Alien Status
updates****BEM 225****All Programs**

Coding clarifications have been added for Cuban/Haitian Entrants, Special Immigrant Visa holders, and Victims of Trafficking.

Reason: Policy clarification.

**9) Assignment,
Reassignment and
Transfer****BAM 305****All Programs**

The policies regarding assigning, reassigning and transferring cases have been updated with Bridges terminology, processes, electronic data management and documents.

Remove references to Automated Social Services Information and Support System (ASSIST) and Customer Information Management System (CIMS).

Reason: Policy update for Bridges.

**10) Rights and
Responsibilities****BAM 105****Right to Nondiscrimination****All Programs**

The Office of Human Resources is now responsible for all agency equal opportunity and diversity efforts.

Discrimination Complaints**FIP, FAP**

Discrimination complaint section is updated with the latest nondiscrimination statement and complaint contact information.

Reason: Policy update.

Right to Apply

SDA, MA Only

Individuals applying for disability-related MA and/or SDA who have previously been denied by the Medical Review Team (MRT), must have a new or worsening condition to be referred back to MRT when they submit a subsequent application for these programs; see BAM 815, Medical Determination and Obtaining Medical Evidence.

Reason: MRT/DHS process improvement.

11) Pursuit of Benefits

BEM 270

Pursuit of Benefits

FIP, SDA, Medicaid

As a condition of eligibility for benefits, individuals must apply for any state and/or federal benefits for which they may be eligible.

Reason: Policy clarification.

SDA, MA Only

Individuals applying for disability-related MA and/or SDA, verification must be obtained from Social Security Administration (SSA) that an application is on file before the case is referred to the Medical Review Team (MRT).

Reason: MRT/DHS process improvement.

12) IPV Hearing Threshold

BAM 720

Intentional Program Violation

All Programs

The IPV Hearing threshold was lowered from \$1,000 to \$500.

Reason: FNS review and policy alignment.

13) Consolidated Inquiry**BAM 300**

Consolidated inquiry verification must be in the case record to support program eligibility.

Reason: Policy update.

14) FIP Relationship Verification**BEM 210**

Relationship must be verified for each dependent child on the FIP EDG. Verification must establish the relationship of each dependent child to the child's legal parent, step-parent or other qualifying caretaker.

Reason: TANF single audit.

BAM 130

For FIP only, relationship must be verified.

Reason: TANF single audit

15) CDC Need Calculation**BEM 710**

A correction was made to the example on page 1.

16) Cash/Investment**BEM 400****FIP, SDA, G2U, G2C, RMA, SSI-Related MA Only, and FAP**

The cash value of investment instruments, such as stocks, bonds and mutual funds, is defined as a cash asset. To determine the cash value, use the Investment section in BEM 400.

Reason: Policy clarification.

17) Hearings**BAM 600****All Programs****When the AHR is an Attorney**

Within 24 hours of the department receiving notice that a client will be represented by an attorney, a DHS-1216P, Request for Attorney General Representation, **must be** completed.

Local Office Time Limits

The local office must contact partners within 24 hours of receiving the DHS-18, Request for Hearing.

Schedule a meaningful in-person prehearing conference with a first-line supervisor not later than the 11th calendar day from the receipt of the request for hearing.

Minor wording changes were incorporated throughout the item.

Any paperwork that needs to be sent to MAHS should be sent through fax, id mail or US postal mail.

Reason: Policy Clarifications.

18) DSS Policy Questions**BEM 100 and 232**

Effective 10/1/14, the DSS policy mailbox will be merged into the Employment and Training policy mailbox. All DSS inquiries will need to be directed to policy-employment@michigan.gov.

Reason: Policy simplification.

19) Real Property Assets**BEM 400****FIP, RCA and SDA Only**

The asset limit for real property assets has decreased to \$200,000.

Reason: 2015 Fiscal Appropriations Act

**20) Voter
Registration
Services****BAM 125****ALL PROGRAMS**

Public Act 523 of 2012 requires individuals to present photo identification when registering to vote in person. If an individual does not possess photo identification, he/she is permitted to sign an affidavit form to this effect.

Acceptable photo identification documents include:

- Michigan driver's license or Michigan personal identification card (current or expired).
- Current driver's license or personal identification card issued by another state.
- Current federal or state government-issued photo identification.
- Current U.S. passport.
- Current student identification with photo – from a high school or an accredited institution of higher education.
- Current military identification card with photo.
- Current tribal identification card with photo.

Voter registration applicants that do not possess one of the above-listed photo ID documents may sign the DHS-1185, Affidavit of Voter not in Possession of Picture Identification Form. This form is available in the DHS Forms Library.

The DHS-1185 should be stapled to the voter registration form (NSP-938B or NSP-938B-SP) and sent to the local clerk using standard local office procedures.

Reason: Public Act 523 of 2012.

**COMMUNICATION
PLAN:**

Office of Workforce Development and Training job aids.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**[BEM 216](#)**Changed Items ...**[BAM 105](#)[BAM 125](#)[BAM 130](#)[BAM 220](#)[BAM 300](#)[BAM 305](#)[BAM 402](#)[BAM 435](#)[BAM 600](#)[BAM 720](#)[BAM 805](#)[BAM 825](#)[BEM 100](#)[BEM 105](#)[BEM 158](#)[BEM 164](#)[BEM 210](#)[BEM 225](#)[BEM 230A](#)[BEM 230C](#)[BEM 232](#)[BEM 233A](#)[BEM 255](#)[BEM 265](#)[BEM 270](#)[BEM 271](#)[BEM 400](#)[BEM 554](#)[BEM 630](#)[BEM 710](#)